

Stennis Space Center Safe-at-Work Protocol

Updated: May 21, 2020

Stennis Space Center (SSC) is committed to keeping all personnel working on-site as safe as possible. This workplace protocol is required by NASA employees and NASA contractors working at SSC and strongly encouraged for tenant organizations. It shall be followed until notified otherwise. The protocol will be assessed as SSC changes Stages (as indicated in the [NASA Framework for Return to On-site Work](#)) and updated as needed. The goal of this protocol is to take all practical actions to inhibit the spread of the COVID-19 and reduce every employee's exposure risks while they are working to maintain the safety and security of the center and to minimize the impact to mission operations.

All employees, especially those who must perform work on-site, will take personal responsibility to wear face coverings when in public, when going back and forth between buildings on-site, when passing people in the hallway, practice social distancing, and treat each other with the appropriate level of precaution. Personal responsibility sometimes means staying at home, especially if you have symptoms and/or are sick. Employees will also continue following the Centers for Disease Control and Prevention (CDC) [guidance on social distancing measures](#) to minimize the adverse impacts of COVID-19 on the workforce.

Supervisor and Team Lead Responsibilities

If you are responsible for leading a team of people who have been asked to physically continue work on-site, stop and consider if the work you have been asked to perform is necessary to protect life and critical infrastructure or has been approved by the Center Director. If you believe the work is *not* necessary, discuss other options with your management. If you feel that you are being asked to compromise the safety of your team, feel free to contact the NASA SSC Safety and Mission Assurance Directorate. Alternate pathways for expressing concerns regarding COVID-19 workplace safety are also available via contractors' safety offices, the SSC Ombudsman, the SSC Office of Human Capital, and the NASA Chief of Safety and Mission Assurance at NASA Headquarters. Employees who are identified as ["high risk" per the CDC guidelines](#) are not required to put themselves and/or their family at risk and it is recommended they telework as much as possible. The same consideration is given to employees who reside with someone in this category. However, employees do have the option to take personal risk and choose to work on-site, if requested. Supervisors will make accommodations for employees regarding their comfort with return to work without reservation or reprisal. Responsibilities include:

- For work that has been identified as necessary to protect life and critical infrastructure, communicate with your team daily as to who is needed where and again, **identify opportunities for individuals to telework if at all possible** (e.g., procedures can be drafted and reviewed/approved via telework approaches). If the employee does not absolutely need to be on-site to accomplish the required work, have the employee accomplish their tasks from home.

- If you are physically working on-site at SSC to support essential/critical activities and there are routine activities that do not require you to be physically together (e.g., daily tag up meetings), continue to implement social distancing. Schedule a TEAMS or WebEx meeting and stay in separate areas as much as you can.
- Ensure your team has the appropriate personal protective equipment (PPE) and effective cleaning materials, per the guideline below, to perform the job safely.
- Ensure all break rooms and other common areas are configured to support proper social distancing, even if this requires reduced occupancy (e.g., ensure seating is at least 6 feet apart).
- Remind employees, who are working on-site, to complete the **daily COVID-19 checklist (included at the end of this document) before entering the site.**
- Contact the Emergency Management Officer (Kenneth Volante, 228-342-8167 or kenneth.e.volante@nasa.gov) or the Alternate Emergency Management Officer (John Schreck, 228-688-2043 or john.n.schreck@nasa.gov) if someone under your direct supervision reports possible COVID-19 related symptoms or potential exposure. Ensure that the person is sent home and remains away from SSC during the self-isolation period.

General Safety Procedures Applicable to All

Review the daily COVID-19 checklist before coming to work. Stay home if you are sick or have recently been in close proximity to someone who has tested positive for COVID-19 or shows flu-like or cold-like symptoms, even if the symptoms are mild. Inform your supervisor of your conditions and any concerns you may have.

Keep a distance of at least 6 feet between you and your colleagues whenever possible. Avoid physical contact and interaction whenever possible (e.g., call a co-worker instead of standing in their office doorway). Use teleconferencing for routine interfaces and meetings or hold them outdoors with sufficient distancing. Use physical means of separation when feasible, including but not limited to “sneeze guard” type barriers, stanchions, barrier tape, etc.

The healthcare industry has adopted personal protection precautions for a wide range of pathogens to which their workers are routinely exposed. This set of practices and equipment are collectively known as [Standard Precautions](#). Review and adopt these simple routines in addition to the [Occupational Safety and Health Administration \(OSHA\) guidance](#).

When working on-site, the following control measures are to be implemented to reduce the possibility of spreading COVID-19:

- Wash hands frequently or use hand sanitizer with at least 60% alcohol, if available. Reference the CDC’s guidelines on [when and how to wash your hands](#).
- Clean and disinfect surfaces before and after use in your work area that are routinely touched, including computer keyboards, door handles, phones, tablets, smart watches, GOV steering wheels, etc.

- Store away into closed cabinets and drawers any non-essential items. This step will make any needed cleaning easier to accomplish.
- Avoid touching common contact surfaces (e.g., elevator buttons, handrails) directly. Use a paper towel, napkin, or your sleeve to make such contact whenever possible.
- Avoid leaning on objects such as desks or countertops that are in public spaces.
- Where feasible, leave doors to commonly accessed rooms open to avoid multiple people touching door knobs multiple times per day.
- Tape off floor of work areas to remind workers to keep distance from other workers.
- Have lunch on your own each day.
- Avoid carpooling to work and sharing vehicles while on-site. If you must drive a shared vehicle, follow cleaning procedures after use. If you must ride in a vehicle with another, enlist all protocols to the extent possible such as separation (one driver and one passenger in back seat opposite side), wearing a mask, and cleaning.
- If you see a co-worker not adhering to this protocol, express your concern to that co-worker and/or your supervisor. If you see something, say something; we need to keep each other safe.
- If you don't feel safe at work, notify your supervisor.
- If equipment must be shared between employees, disinfect the contact surfaces between employees using the [CDC recommendations](#).

Personal Protection Equipment (PPE)

All personnel must be aware of their PPE requirements. PPE adds additional protection for when social distancing cannot be achieved and gives assurance to co-workers that we are all protecting each other.

1. **Masks:** For the purposes of this protocol, a “mask” will be defined as a purpose built device, either commercially available or homemade following [CDC guidelines](#), used to prevent the spread of shed virus cells to the environment during specific job related activities, minimizing the potential exposure to other employees. A mask can be a cloth face covering or surgical-type mask.

The CDC and the NASA Chief Health and Medical Officer have provided guidance that **cloth face coverings, even homemade ones**, may help reduce the spread of the virus in public settings. Every employee who comes on-site to work is required to use a cloth face covering. Employees can choose to wear the mask provided by their employer, or bring one from home that meets the specifications below.

- a. A proper cloth face covering should:
 - i. fit snugly but comfortably against the side of the face;
 - ii. fully cover the nose and mouth;
 - iii. be secured with ties or ear loops;
 - iv. include multiple layers of fabric;
 - v. allow for breathing without restriction;
 - vi. be able to be laundered and machine dried without damage or change to shape; and,
 - vii. be cleaned/laundered on a routine basis, depending on frequency of use.

- b. Masks shall be used in common areas such as hallways, elevators, and places where food is sold.
 - c. In the event a worker needs to work within 6 feet of another worker, all workers shall use a mask.
 - d. Surgical masks or cloth face coverings are not a substitute for respiratory protective equipment.
2. **Respirators** are defined as personal protective devices that are designed to protect the wearer from inhaling hazardous particulate in their environment. The use of respirators requires a medical evaluation, training, and fit testing. OSHA does allow the voluntary use of respirators. This use must be coordinated with your supervisor and the [OSHA Voluntary Use Form](#) must be completed prior to use.

Due to extreme shortages and lack of availability due to the COVID-19 pandemic, NASA and its prime contractors can only provide to personnel the appropriate protective respirator needed to perform operations that required this device prior to COVID-19.

3. **Protective Eyewear:** for COVID-19 purposes, includes safety glasses, face shields, and standard eye glasses. Using eyewear will accomplish two things. First, it will reduce the likelihood of droplets contacting the eyes and face, protecting the wearer from potential exposure. Second, it will remind the wearer not to touch their eyes or face without first washing their hands. If you have specific questions about whether you require eye protection for COVID-19 purposes, please contact your safety representative.
- a. Protective eyewear should be worn to the extent possible while working in close proximity to others or in areas of high traffic (e.g., areas with adjoining desks without partitions or test control rooms).
 - b. If a face shield is used to protect the eyes for these COVID-19 control measures, glasses are not required in addition. However, if a face shield is required for the job (i.e. blasting, grinding, etc.), then protective eyewear is required under the face shield.
 - c. Safety eyewear and face shields should be washed with water and soap before and after use.
 - d. If washing is not feasible, use alcohol wipes.
 - e. When wearing eye protection and a mask to perform work, put it on before arriving and keep it on after the work has been completed, until you are well away from the facility. At that point the protection can be removed and carefully cleaned. Wash hands after handling the equipment.
4. **Hard Hats, Fall Protection, Tools, etc.**
- a. Do not use co-workers' hard hats, lab coats, fall protection gear, or other wearable items unless absolutely necessary and thoroughly cleaned.
 - b. Ensure that tools used by multiple workers are cleaned appropriately between employee usages.

- c. Protective clothing should be properly donned with care. Consider removing protective clothing prior to entering your family's home and/or with the appropriate level of concern for potential contamination.

5. **Gloves**

- a. Gloves are only recommended for use while cleaning areas other than your own. Washing your hands is the more effective option. Gloves are not recommended as a means of protecting the general workforce from the virus.
- b. Only wear gloves that are required for the work activity performed or while cleaning. After removing the gloves, wash your hands thoroughly.
- c. The gloves can concentrate the virus and become a reservoir. When removing gloves, use the sterile removal technique so you don't touch the outside of the gloves during removal.

High Touch Cleaning Procedures

1. Clean commonly touched areas in your own workspace throughout the day.
2. Collect any needed supplies for the task, including PPE cleaning/disinfectant supplies, and waste receptacle.
3. If using something other than alcohol wipes, verify the required contact time for the disinfectant that you will be using. This information should be available on the disinfectant bottle/container label, or in manufacturer information.
4. Don PPE as appropriate and carefully remove and place in bags for disposal or washing.
5. Focus cleaning on frequently-touched surfaces. Examples include desks, computer keyboards, mice, telephones, door handles, GOVs, and other equipment within the area, etc.
6. Apply EPA-approved disinfectant to selected surfaces using both spraying and wet wiping method.
7. For general non-electrical surfaces, start by using a wetted wipe with at least 70% alcohol. Follow manufacturer guidance for cleaning.
 - a. Use a spray bottle with alcohol or approved disinfectant and spray twice.
 - b. Allow sufficient contact time (as prescribed in the label or internal procedure).
 - c. Ensure area is evenly distributed with disinfectant before wiping clean.
 - d. Start by going over the surface with a horizontal even movement of hand/wipe.
8. For electronic equipment:
 - a. Unplug before cleaning.
 - b. Use alcohol wipes on surfaces that will not damage the equipment. If available, use an antistatic/alcohol wipe.
 - c. Do not spray cleaning product directly onto electronics.
9. Discard used cleaning materials in waste containers.

Cleaning for Shared Workspace

1. Avoid meeting in person and sharing equipment as much as possible.
2. Clean and disinfect shared workspace, equipment, and tools before and after each use, including phones, tables, pens, remote controls, pointers, light switches, etc.
3. When using shared areas such as kitchens or break areas, disinfect any surfaces you touch including refrigerators, microwaves, door handles, etc.
4. Wash your hands after cleaning.

Personnel are advised to contact the appropriate NASA or contractor Industrial Hygiene team with questions concerning proper cleaning procedures and appropriate use of COVID-19 related PPE.

For any questions, please contact Maggie Jones (marguerite.t.jones@nasa.gov or (228)342-8104) or Grant Tregre (grant.m.tregre@nasa.gov or (228)342-8436) in the NASA Safety and Mission Assurance Directorate.

Daily COVID-19 Checklist

As SSC increases work conducted on-site, it remains imperative that the workforce that continues to come into the Center to support mission essential and approved mission critical operations remain vigilant in self-monitoring to minimize potential COVID-19 exposure in the workplace. ALL employees coming on-site are asked to self-administer the following checklist before traveling to work each day:

- 1. Do you have any of these symptoms?** People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever over 100.4 F
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

Direction if Yes – Do not come to SSC, notify supervisor, contact your personal care physician, and follow appropriate [CDC guidelines](#) for care.

- 2. Have you had close personal contact with anyone diagnosed with COVID-19 in the last 14 days (all contacts public, friends, family, work, etc.)? Close personal contact include:**
 - Being within 6 feet of others for more than 6 minutes.
 - In direct contact with infectious secretions (coughed/sneezed upon).

Direction if Yes – Do not come to SSC, notify supervisor, and self-isolate for 14-days from last date of exposure.

- 3. Have you traveled internationally within the past 14 days?**

Direction if Yes – Do not come to SSC, notify supervisor, and self-isolate for 14-days from date of return from overseas travel. If symptoms described in #1 begin, follow appropriate [CDC guidelines](#) for care.

All members of the SSC workforce that are accessing the site should continue to practice all appropriate self-care routines (social distancing, hand washing, limit face touching, etc.) to minimize the potential for exposure while on-site. Refer to the [CDC guidelines](#) on what to do when you are sick or experiencing any of the symptoms noted above.